

2003-04 WorkFirst Local Area Planning - Innovative Project Funding Request

Name of project: "Motivation and Partnering: Catch the Vision!" _ Request Amount: \$3500 X Innovative Project
Local Planning Area: Belltown/Capitol Hill/Rainier

Contact: Maggi Sutthoff

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Address: Seattle Central Community College, 1701 Broadway, MT202, Seattle WA 98122

Project period start/end date(s): April 14, 2004 one-day staff training conference _____

Funding to be used for:

☐ Project: Start/End Date: _____

☐ Equipment: _____

☐ Software: _____

X Staff Training \$3000

☐ Other: _____

Does this project involve Business Outreach, WorkFirst/WorkSource, and/or employers? ☐ Yes X No

(If yes, please indicate whether or not your local Business Outreach Team is involved in the project and what their role is.)

Our focus is frontline WorkFirst partner staff. _____

The focus of Innovative Project Funding is to support WorkFirst partnership, program performance, and potential "Best Practices" through innovation. All project requests will be reviewed and approved by an interagency committee. There will be a 2-week turn around on request approvals once received. Approvals will come in the form of an email to the LPA lead submitting the request.

All requests require:

- A two-page (maximum) narrative addressing the questions below.
- Partnership signatures.
- A complete budget page.
- Approved projects will be required to complete an end of the project report.
- **Final billing must be submitted to Kelly Lindseth prior to Friday, June 25, 2004.**

Additional information maybe requested in order to approve your project. LPAs may submit multiple requests throughout the program year or until funding is exhausted.

1.	<p>Describe your project, including:</p> <ul style="list-style-type: none"> How does this project support overall WorkFirst performance goals– caseload reduction, TWI, other? How many persons will be served through the project and what is the expected outcome? If additional resources will be used to support this project, where will they come from?
	<p>The Belltown/Capitol Hill/Rainier LPA proposes to conduct a one-day training conference for front line staff from all partner agencies. The conference is aimed at increasing staff effectiveness in meeting WorkFirst performance goals through skills acquisition and increased staff morale. 100 staff will receive:</p> <ul style="list-style-type: none"> training in effective communication, team case management and self-care strategies, opportunities to network with staff from other agencies, and recognition for their individual contributions to the WorkFirst program. <p>We can achieve these objectives with the LPA Innovative Projects funding amount.</p>
2.	<p>What makes this project innovative?</p> <ul style="list-style-type: none"> What unserved need is to be addressed and for what specific population? What is the project overall design? What is the desired outcome? Who will this project focus on – clients, staff, contractors, employers, other? Should this project prove successful, what is your strategy to support beyond this initial funding? How will you measure the success of this project?
	<p>Our local supervisory teams recognize that our front line staff have come under increasing stress during the last few years, as the caseloads have become increasingly concentrated with "harder to serve" customers. Supporting our staff with tools and strategies that will help them assist their customers in overcoming barriers to success is key to raising morale and meeting performance standards.</p> <p>The design of the training conference includes:</p> <ul style="list-style-type: none"> staff recognition in the form of remarks from top agency administrators, certificates recognizing each staff person's contribution to WorkFirst, and conference "keepsakes". specific skills training in effective listening, team case management , and self care techniques for front-line staff.

	<ul style="list-style-type: none"> • opportunity and structure for networking with staff from other agencies. <p>We will evaluate the success of the project by surveying the participants. The survey questions will be designed to get input on the conference agenda, workshops and suggestions for future conferences. This information will be used to determine the most successful elements in order to design future staff training initiatives.</p>
u	<p>Partnerships.</p> <ul style="list-style-type: none"> • Who are the partners that will be involved in the project? • If there are new partners involved in this project, who are they and what is their role? • Are other resources being used to support this project, if so, from where? • How will this project strengthen your existing partnership?
	<p>The partners are the DSHS and Employment Security WorkFirst staff of the Belltown, Capitol Hill and Rainier CSO's; Community Jobs, King County; Seattle Jobs Initiative, Division of Child Support, Seattle Central Community College, South Seattle Community College, Seattle Vocational Institute, ORIA and LEP providers, and ADATSA.</p> <p>This project will strengthen our partnership by specific skills training in team case management, and facilitating communication and networking among staff from different agencies in the training sessions.</p>

Additional Comments/Thoughts:

Please email this form and/or mail or FAX it with all Local Area Planning partner signatures to:

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